

Applying for Case Manager Positions with the Department of Children's Services



Beginning the Process

Prior to beginning your job application: **Develop a professional resume**

Use your university's career services for editing and advice.

Also, look at are some online resources to help you think about your resume:

Career Resources

Resume Writing

Be sure to state on your resume that you are a Title IV-E Tuition Assistance recipient and that you received a certification in DCS Child Welfare Case Management. This will let the human resource analysts know that hiring you is a priority.

You Need to Know:

- You may apply for Case Manager 1 (CM1) positions 120 days prior to graduating.
- The positions are listed by county. Apply for the counties you want to work in. You must submit an application for each job you apply for.
- New positions are posted every Wednesday.
- You must apply for CM1 positions but since you are certified as a DCS Case Manager you will be paid a CM2 salary.

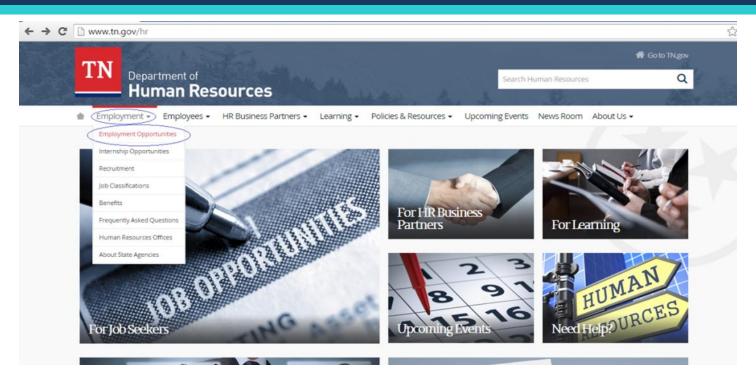
You Need to Know:

- CHECK the application for accuracy BEFORE you click SUBMIT. You are not allowed to go back in and make corrections on an application once submitted.
- Make sure you go to every interview.
- You are expected to be hired within 90 days after graduation.

Letter of Attestation

- When you graduate, you need to email your transcripts to <u>IV-E_Tuition.EI-DCS@tn.gov</u>.
- After your transcripts are received and analyzed you will receive a "Letter of Attestation" that proves you have completed all of the requirements of a DCS Child Welfare Case Manager.
- If you have the letter when you apply, upload it with your application.
- When you are hired, give this letter to the DCS office so they can place it in your HR file

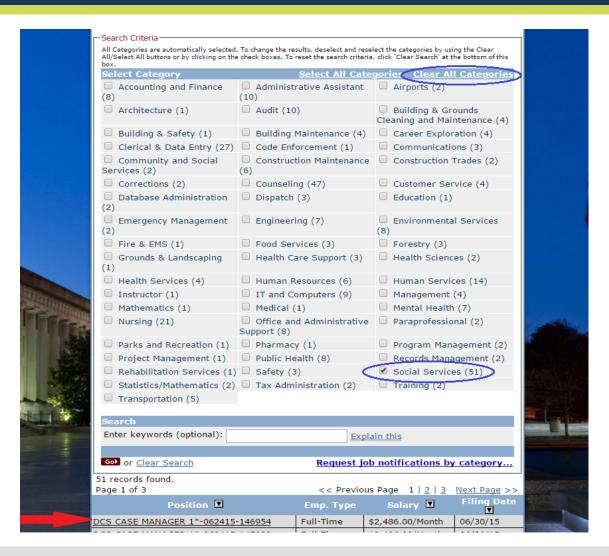




In order to complete the state application online, go to http://www.tn.gov/hr and look at the top left side of the page and put your mouse over the "Employment" tab. Click on "Employment Opportunities".

This will take you to a page entitled "Employment Opportunities". On this page, click on the "Current Openings" link under "Preferred Service Job Openings".





- On the next page, please read all instructions related to applying for a job with the State of Tennessee.
- Then scroll down the page until you see Search Criteria. Click on "Clear all Categories" and then click on the "Social Services" link and press enter and you will see the listings for DCS jobs. Click on the Case Manger job you wish to apply to.

STATE OF TENNESSEE JOB INFORMATION



Job Title: DCS CASE MANAGER 1*-062415-146954

Closing Date/Time: Tue. 06/30/15 11:59 PM Central Time

Salary: \$2,486.00 Monthly \$29,832.00 Annually

Job Type: Full-Time

Location: Monroe County, Tennessee

Print Job Information | Apply



Minimum Qualifications Benefits Supplemental Questions

LOCATION OF (1) POSITION TO BE FILLED: DEPARTMENT OF CHILDREN'S SERVICES, CHILD AND FAMILY MANAGEMENT DIVISION, MONROE COUNTY

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Other Requirements:

Necessary Special Qualifications: Applicants for this class must:

- 1. complete a criminal history disclosure form in a manner approved by the appointing
- 2. must agree to release all records involving their criminal history to the appointing authority;
- 3. must supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check;
- 4. submit to a review of their status on the Department of Health's vulnerable person's
- 5. possess a valid motor vehicle operator's license at the time of appointment in some positions;
- 6. upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

Examination Method: Education and Experience, 100%, for Preferred Service positions.

Job Overview:

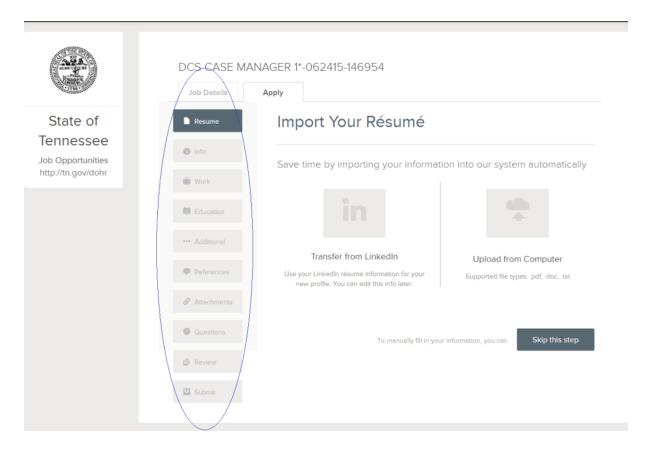
Summary: Under general supervision, is responsible for professional case management work of routine difficulty, and performs related work as required.

Distinguishing Features: This is the trainee/entry level class in the DCS Case Manager job series. An employee in this class learns to perform a variety of case management duties for

- Click on the "Apply" link to complete the online application. The application must be submitted prior to the Closing Date/Time listed on this page. Note: The first time you access the application, you will be prompted to register and create an account.
- Please note that you are applying for a position in the county listed on this page.
- This page also contains Job Description information, along with information related to benefits.



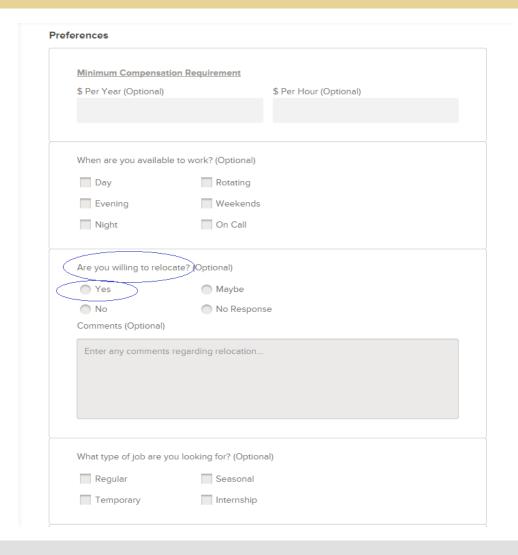
Job Application - Create Application



 Complete all fields within your application. Note: You can insert your resume at this point or wait until your reach the "Attachments" field.

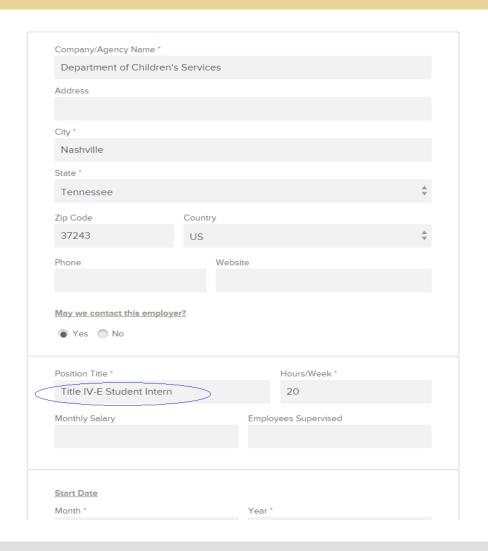


Job Application - Preferences



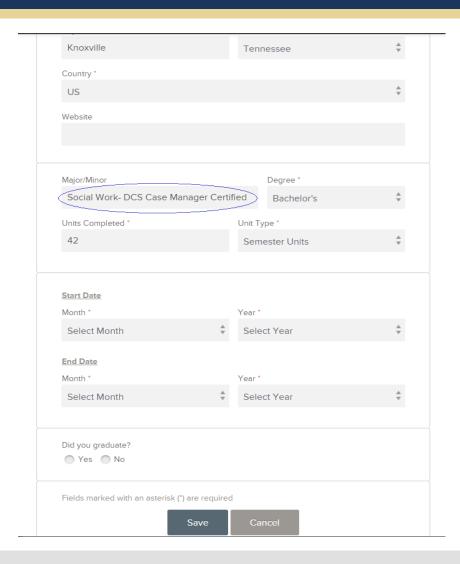
Complete all required fields as directed. When you get to "Preferences" you must select "Yes" to the question, "Are you willing to relocate?"

Job Application – Work Experience



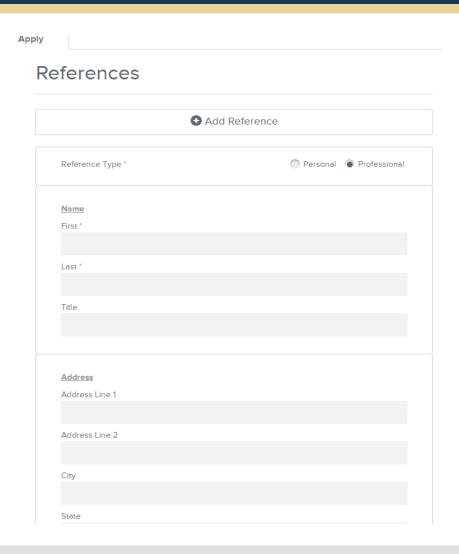
Include your internship with DCS, the total number of hours of your field placement and experience in the duties summary.

Job Application - Education



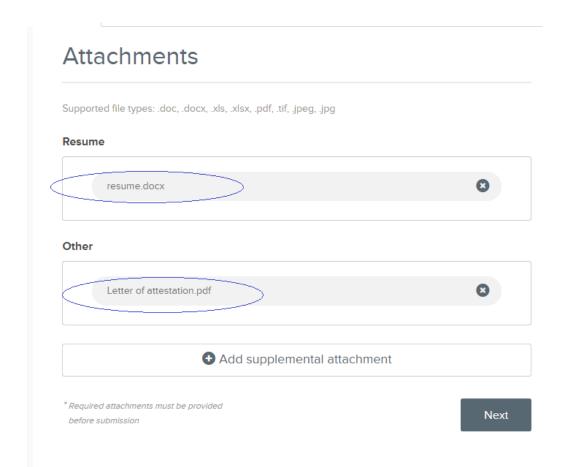
Under "Education" indicate that you are a Certified DCS Case Manager along with your degree.

Job Application – References



Submit at least two (2) but no more than three (3) references.

Job Application – Attachments



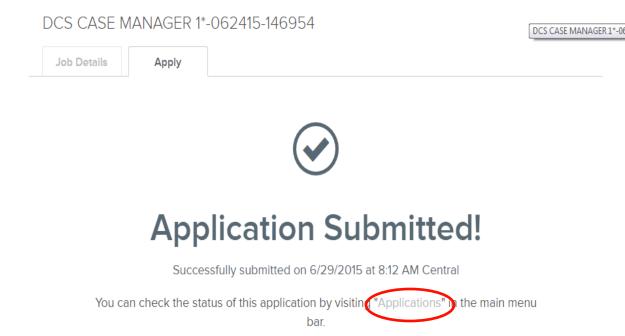
Attach your "Resume" and "Letter of Attestation."

The letter of attestation shows that you have completed all of the requirements needed to be certified in DCS Child Welfare Case Management. You may get this from your university or by submitting your transcripts to DCS at: IV-E_Tuition.EI-DCS@tn.gov who may issue your letter.

- Once you have completed the application, make sure to certify and submit your application. You will be asked to bring a paper copy of your application to your interview. You will have an opportunity to print your application on the next step.
- You must submit your application by the Closing Date/Time for the job posting. Applications submitted after the Closing Date/Time will not be accepted



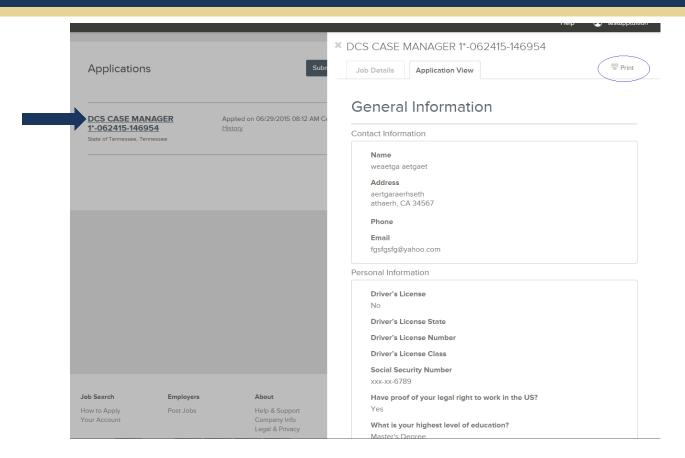
Job Application-Printing



Once you have submitted your application, click on the "Applications" link.



Job Application-Printing



Click on the position that you applied for and a pop-up will appear. The pop-up will allow you to view your submitted application and the details for the position in which you applied. In the top right corner, you will see "Print." Click "Print" to print your application.



Thank you for your hard work and ongoing interest in working with DCS to serve Tennessee's most vulnerable population.